

MODISETTE AWARD QUESTIONNAIRE
FOR PUBLIC LIBRARIES

Name of Library: _____ Years covered by report: 2005-2006 _____
2006-2007 _____
Population of Parish: _____(Latest U.S. Census estimate)

I. FINANCES

A. Was there an increase in operating funds over previous year? 2005 _____
(Do not include building and remodeling funds.) 2006 _____
2007 _____

If yes, how much?

2005:

2006:

2007:

Source(s) of increase and how increase was achieved:

2005:

2006:

2007:

B. Did you receive funds for building or remodeling? 2005 _____
2006 _____
2007 _____

If yes, how much?

2005:

2006:

2007:

Source(s) of funds (bond issue, tax election, gift, etc.):

2005:

2006:

2007:

II. FACILITIES

Please fill in names of branches and answer following questions (yes or no, where possible). If you need more space, please photocopy form and attach.

		Central Library	Branches			
A. Population served						
B. Is building centrally located?	2005					
	2006					
	2007					
C. Is building well marked for identification?	2005					
	2006					
	2007					
D. Are hours of service posted conspicuously? Show photograph.	2005					
	2006					
	2007					
E. Does building have work room for staff?	2005					
	2006					
	2007					
F. Was building designed especially for use as a library, whether rented or owned?	2005					
	2006					
	2007					
G. Is building accessible to the disabled?	2005					
	2006					
	2007					
H. Does building meet space requirements determined by population? Give square footage.	2005					
	2006					
	2007					

*Standards for Public Libraries in Louisiana, published in 2003, established the "essential" space requirement as one square foot .6 square feet per capita. "Enhanced" space requirements are 1.25 square feet per capita.

Describe how this is done.

2005:

2006:

2007:

IV. PERSONNEL

- A. Does the library have a written classification and pay plan? 2005 _____
Submit copies, with evidence of last review. 2006 _____
2007 _____
- B. When was the last time it was reviewed by the library 2005 _____
board with the librarian? 2006 _____
2007 _____
- C. Does the library have a written policy manual of personnel 2005 _____
practice? 2006 _____
If yes, attach copy. 2007 _____
- D. Is a copy of the personnel policy manual given to each 2005 _____
new employee? 2006 _____
2007 _____
- E. Does the administrative librarian have a master's degree 2005 _____
in library science? 2006 _____
2007 _____
- F. Is she/he certified by the State Board of Library 2005 _____
Examiners? 2006 _____
2007 _____
- G. Does the professional staff equal 1 per 12,000 per capita? 2005 _____
2006 _____
2007 _____

or

- Does the professional staff equal 1 per 10,000 per capita? 2005 _____
2006 _____
2007 _____

or

Does the professional staff equal 1 per 8,000 per capita? 2005 _____
2006 _____
2007 _____

H. Is there one staff member for each 2,500 people in service area? 2005 _____
2006 _____
2007 _____

or

Is there one staff member for each 2,000 people in service area? 2005 _____
2006 _____
2007 _____

or

Is there one staff member for each 1,500 people in service area? 2005 _____
2006 _____
2007 _____

I. Is each new employee given an in-depth orientation to the library and training in her/his specific duties? 2005 _____
2006 _____
2007 _____

J. Describe the in-service training in which the librarian and/or staff participated during the year (i.e., staff meetings, workshops, conferences, extension courses). Submit proof of each in-service training.

V. SERVICE

A. Does the library have a written mission statement? 2005 _____
If yes, attach a copy. 2006 _____
2007 _____

B. Does the library have a written statement of goals and objectives? If yes, attach a copy. 2005 _____
2006 _____
2007 _____

When was the last time it was reviewed by the board with the librarian? _____

C. Did you make an in-depth study and evaluation of any phase of your service, such as bookmobile service, during the year? 2005 _____
2006 _____
2007 _____

If yes, describe how study was conducted.

2005:

2006:

2007:

- D. Does the library maintain a complete and up-to-date information file on Community organizations and parish and municipal officials? If yes, how and when is file updated? 2005 _____
2006 _____
2007 _____
- E. Does the library make a real effort to serve the needs of all groups (i.e., business, aged, adult learners, non-English speaking, literacy, students, minorities and disadvantaged)? Do not include cooperative projects, as they are covered in No. VI. 2005 _____
2006 _____
2007 _____

If yes, describe any special effort(s) made during the year.

Group

How Served

2005:

2006:

2007:

- F. Give population served by the central library and the number of hours per week it is open to the public.

2005:

2006:

2007:

- G. How often is the bookmobile schedule reviewed and revised?

Reviewed _____

Revised _____

H. Were bookmobile schedules printed in local newspapers and distributed in the community? 2005 _____
2006 _____
2007 _____

VI. PROGRAMMING

A. Does the library actively schedule programs to serve the public? 2005 _____
2006 _____
2007 _____

If yes, describe programs held.

2005:

2006:

2007:

B. Has the library engaged in cooperative projects with non-library groups or organizations? 2005 _____
2006 _____
2007 _____

If yes, describe the project(s).

2005:

2006:

2007:

C. Does the library utilize volunteers in its programs? 2005 _____
2006 _____
2007 _____

If yes, describe the program(s).

2005:

2006:

2007:

D. Describe the use of audiovisual media in programs.

2005:

2006:

2007:

VII. TECHNOLOGY

A. Was there an increase in the use of technology?

2005 _____

2006 _____

2007 _____

If yes, how was the change implemented?

2005:

2006:

2007:

B. Describe the results of technology increases.

2005:

2006:

2007:

VIII. PUBLIC RELATIONS

A. Was a year-round public relations program planned and executed?

2005 _____

2006 _____

2007 _____

B. Describe with detail your library's public relations program. Include all media used. Submit samples.

2005:

2006:

2007:

C. List publications issued (such as service folder, annual report, booklets, newsletters, direct mail publicity, etc.) and indicate for each:

<u>Title of publication</u>	<u>How distributed</u>	<u>To whom</u>	<u>Frequency</u>
-----------------------------	------------------------	----------------	------------------

2005:

2006:

2007:

D. Submit samples of the library's publications.

IX. ORGANIZATIONS

A. Does the board meet regularly at least four times a year? 2005 _____
2006 _____
2007 _____

B. Does the police jury president or his representative attend board meetings regularly? 2005 _____
2006 _____
2007 _____

C. Does the librarian make an effort to keep the board informed of significant library development in the state and nation? 2005 _____
2006 _____
2007 _____

If yes, describe how this is done.

2005:

2006:

2007:

D. Are new trustees given an orientation to the library and its services? If yes, describe how this is done. 2005 _____
2006 _____
2007 _____

2005:

2006:

2007:

E. Does the library director belong to LLA? 2005 _____
2006 _____
2007 _____

F. Does the library director belong to ALA? 2005 _____
2006 _____
2007 _____

G. How many board members belong to LLA? 2005 _____
2006 _____
2007 _____

H. How many board members belong to ALA? 2005 _____
2006 _____
2007 _____

I. Does the board have representation at the regional trustee meetings? 2005 _____
2006 _____
2007 _____

J. Did the board have representation at the LLA Conference? 2005 _____
2006 _____
2007 _____

K. Did the board have representation at the ALA Conference? 2005 _____
2006 _____
2007 _____

L. Does the library have a manual clearly outlining its operating policies and procedures? 2005 _____
2006 _____
2007 _____

M. When was the last time the manual was reviewed by the librarian and the staff? 2005 _____
2006 _____
2007 _____

N. How often are branches visited by the librarian or the professional assistant in charge of branches? 2005 _____
2006 _____
2007 _____

O. How often are bookmobile routes made by the librarian or the professional assistant in charge of bookmobiles? 2005 _____
2006 _____
2007 _____

P. Are all records kept up to date (not more than four weeks unposted)? This includes financial, personnel, statistics or use records. 2005 _____
2006 _____
2007 _____

Q. Please include any information not previously given that would help the committee make a decision.

R. In one page, summarize the library's most impressive improvements and give concrete examples of their impact on the community.

Applications must be filled out, postmarked no later than January 15, 2008, and mailed to:

Karen Teigen, Chair
Modisette Award Public Library Committee
Allen Parish Libraries
P.O. Box 400
320 S. 6th Street
Oberlin, LA 70655